



OFFICE OF THE INSPECTOR GENERAL

Job Announcement

JOB TITLE: Student Assistant
TIME BASE: Part-Time
SHIFT: Daytime (Varies)
WORK WEEK: Monday-Friday
LOCATION: Sacramento

DUTIES: The Office of the Inspector General (OIG) is seeking applicants for multiple student assistant positions. With direction provided by a Deputy Inspector General, Senior, the Student Assistant is responsible for conducting detailed analytical reviews of complaints received by the OIG. Perform triage of incoming correspondence from inmates, wards, third parties, activists, prison employees, and members of the public. Based on the assessment of the complaint, recommend the appropriate level of OIG intervention.

Review California Department of Corrections & Rehabilitation (CDCR) reports, such as the daily incident reports to determine if additional information is required to recommend a course of action, and if so, contact the CDCR and collect that information. Analyze the data and develop recommendations regarding the course of action. Present results and recommendations at biweekly Intake meetings. Draft routine and custom letters in response to complaints when appropriate. Input necessary information into the Offender Tracking & Reporting System (OTRS). Document and log telephone inquiries via OIG's 1-800 number and online web inquiry contacts. Retrieve confidential information from Office of Internal Affairs database for intake screening. Conduct research of information within CDCR's computer systems including the Strategic Offender Management System (SOMS), to identify and locate forms and pertinent facts of an inmate's incarceration.

REQUIREMENTS: The incumbent(s) must possess excellent writing and communications skills, use good judgment in decision-making, organizational skills, and the ability to work well with others. The incumbent(s) must also have the ability to assure the privacy and security of confidential documents and material handled and/or delivered inside or outside the agency. The incumbent(s) must also possess and exhibit the following: honesty and trustworthiness, dependability, integrity, and initiative.

DESIRABLE QUALIFICATIONS: Enthusiastic, mature and self-motivated individuals who are currently enrolled in college, majoring in Criminal Justice or in a related field is preferred. Individuals must carry a minimum of six units and maintain a 2.5 GPA or better. Applicants, who have experience and proficiency with Microsoft Word, Excel, Outlook, and PowerPoint, will be given strong consideration.

ADDITIONAL INFORMATION: Individuals who are, or have been, a dependent child in foster care, a homeless youth, or a formally incarcerated youth as defined by Government Code section 18220 are encouraged to apply and will be given priority. If you are applying under this eligibility status, please indicate your eligibility under the supplemental question on the UEI application. Please note that prior to appointment, individuals claiming preference under one of these categories will be required to furnish documentation establishing their eligibility.

HOW TO APPLY: Interested applicants **must** apply through using the link below for University Enterprises, Inc. (UEI)
<http://www.ueijobs.com/>

HIRING IS CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION

(Individuals will be required to submit to background investigation and fingerprint assessment before a hiring appointment can be made.)

LOCATION: Office of the Inspector General
10111 Old Placerville Rd # 110
Sacramento, CA 95827

CONTACT PERSON: Lila Wasko
Human Resources
(916) 255-1124

SUBMIT RESUMES BY: May 31, 2019

It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, civil service rules, and the special trust placed in public servants.

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation